

## ***EMPLOYMENT***

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## **Types of Employees**

**6:1**

## **Major Categories of Employment**

**6:1.1**

Radford University has five major categories of employment. These categories include:

**Classified -** These positions match occupational roles established by the Commonwealth of Virginia and may include 9, 10, 11, or 12 month positions.

**Half – Time Classified -** These positions match occupational roles established by the Commonwealth of Virginia but work no more than 20 hours per week.

**1500-Hour Wage -** Employees in these positions are paid on an hourly basis and are authorized to work up to 1500 hours in the 365 day period following their hire date.

**120 Day -** Employees in these positions work up to 120 days; advertising is not required, although a PR23 form must be completed and approved; if employment lasts longer than 120 days, advertising is required; exceptions must be approved by the Human Resources Executive Director.

**Faculty -** Administrative, professional and teaching faculty are governed by the Board of Visitors; each Vice President establishes employment procedures; the Human Resources Office reviews all advertisements prior to their placement to assure compliance with employment laws; each hiring department is responsible for screening and selecting faculty; a PR23 form requesting to recruit administrative or professional faculty must be completed before advertising; a PR23 form is **not** required to advertise vacant teaching positions. A PR40 form is completed to employ all faculty.

**Student -** Employees in these positions are enrolled in classes while employed; each hiring supervisor determines the student's hourly salary which is at least equal to minimum wage; a PR23 form does not need to be completed; a PR40 form is completed to employ a student.

A department may hire college and high school students to work in excess of 120 days without advertising the position. The students may work part-time when school is in session and full-time when school is not in session and must be paid on the non-student wage payroll. When the student leaves school or graduates, he/she may no longer be employed for a period longer than 120 days unless the position is advertised and the student is selected through the competitive process.

## **Employment Agencies and Temporary Workers**

This contract has not been renewed for the current year but a temporary agency can still be used.

On occasion, external employment agencies may provide temporary workers to meet short term, critical needs of the University. These temporary workers are employees of the employment agency and not Radford University employees. A PR23 form is completed asking to “recruit to fill a vacancy” and a comment such as “temporary employment agency is requested” is written in Section II. Appropriate signatures are obtained and the form is forwarded to Human Resources. The Human Resources office contacts the hiring supervisor and discusses expenses, procedures, responsibilities, and positions available within the employment contract.

## **Classified and 1500-Hour Wage Employees**

**6:2**

### **Recruitment**

**6:2.1**

To fill a position opening, the supervisor must complete a Personnel Action Authorization Form ([PR23](#)) which requires the signatures of the Department Head, Dean or Director and the appropriate Vice President. After appropriate signatures are obtained, the PR23 is forwarded to the Human Resources Office where it is reviewed for proper classification and pay level.

### **Advertising**

**6:2.2**

Upon receipt of the approved PR23, a designated Human Resources Generalist writes and places the ad in the state RECRUIT system, appropriate newspapers, and the [Employment Opportunities](#) flyer. RECRUIT is an automated personnel system that identifies and publicizes all state classified positions under active recruitment. All university classified and wage vacancies are placed in each Sunday’s edition of the CURRENT, which is a special section of the [Roanoke Times](#) covering the New River Valley. Positions that are difficult to fill (technical and professional) are advertised in the [Roanoke Times](#) full-run, [Richmond Times Dispatch](#) or other newspapers as appropriate. The [Employment Opportunities](#) list is a weekly summary of the job vacancies that is placed in the lobby of the Human Resources Office and mailed to various state agencies, minority organizations and community groups. The [Employment Opportunities](#) list is also recorded on the weekly JOB LINE, a telephone number applicants may call 24 hours a day to hear what positions are available. The JOB LINE is updated each Monday morning.

In order for a vacancy to be advertised by the weekend, the PR23 must be received in the Human Resources Office no later than 5:00 PM on Tuesday of the same week. Vacancies in classified and 1500-Hour wage positions must be advertised a minimum of 5 days.

### **Application Processing**

**6:2.3**

The designated Human Resources Generalist screens the applications for each position and refers qualified applicants (normally three to five) to the hiring supervisor for interviews. This screening process involves reviewing each application relative to specific job requirements and ranking the candidates according to their qualifications.

### **Interviewing**

**6:2.4**

Interviews are scheduled by the hiring department upon receipt of the Referral Packet that consists of: an instructional cover sheet, applications, EEO Selection Report, and a Criminal History Record Request form (if applicable). Only the candidates referred by the HR Generalist may be interviewed and **all** applicants referred **must** be interviewed unless an exception is requested and granted by Human Resources.

During interviews and reference checks, supervisors must consistently ask the same questions of all interviewees and all questions must be strictly related to the position. Additional questions may be asked in order to clarify and follow-up on position related information unique to an individual candidate. Panel interviews may be used to provide multiple insights into the qualifications of a candidate. All panel members must participate in all interviews to provide consistency of input. With the advent of Compensation Reform, discussions should be conducted regarding the current or most recent salary of the applicants. Departments should review their budget constraints for salaries in conjunction with the interviewing process.

Interview and reference guidelines are provided in the Appendices section 6:4.2 and in section 7, Americans with Disabilities. Supervisors may also access the Human Resources' Resource Library which provides books and videos with helpful information such as suggested interview questions.

The supervisor should retain notes of meetings, questions asked, and responses for three years. These notes may be reviewed in the event of an EEO audit. All comments made during an interview and reference checks are considered and treated confidentially. The supervisor must attempt to contact all candidates referred by Human Resources at least three times; one of which should be outside of normal working hours. If the applicant cannot be contacted, the supervisor documents the dates and times of attempted contact on the [EEO Selection Report](#).

## **Hiring Recommendation**

**6:2.5**

After interviews have been conducted, reference checks are made by the hiring department, and a candidate is selected, the [PR40](#) (Personnel Action) form is completed and routed through the appropriate channels to secure approval to hire. Written justification in support of the recommended starting pay may need to be attached to the PR40. Please see the pay action guidelines that are a part of the PR40. The potential employee must not be notified of the hiring recommendation prior to final approval but may be contacted to affirm acceptance of the position and designated salary “if it were to be offered”.

## **Job Offer**

**6:2.6**

Upon notification of approval to hire by the Human Resources Office, the hiring supervisor makes the job offer and finalizes the employment details such as salary and date of employment. The hiring supervisor follows up the verbal job offer with an offer letter that must be signed by the new hire. The signed offer letter must be returned to the Human Resources Office along with the [EEO Selection Report](#) and copies of the non-selection letters. (Refer to the Appendices section 5:4.2.2 Sample letters).

The supervisor must contact Human Resources concerning unusual requests which may include:

- employing a classified employee with a hire date other than the first day of a pay period,
- starting pay higher than minimum advertised rates,
- reemployment, or
- transfer from another state agency.

## **Classified Employee Orientation**

**6:2.7**

New employee orientation for classified employees is conducted on the first work day of each pay period each month. The orientation program begins with a luncheon for new employees and their supervisor in Dalton Hall cafeteria. After the luncheon, new employees are escorted to the Human Resources office where a detailed orientation is conducted during which University policies, procedures and benefits are explained and assistance is provided in completing required forms relating to taxes, benefits, immigration and demographics. Following the formal orientation session, employees are escorted on a tour of the campus, ending at the RU Parking Services Office where University identification cards and parking tags are issued.

## **Wage Employee Orientation**

**6:2.8**

Newly hired wage employees receive an abbreviated orientation session on their first day of employment, either in their department or in the Human Resources Office. The program includes an explanation of applicable policies, procedures, and benefits. Information is provided on how to obtain parking tags and identification cards. Forms relating to taxes, immigration, and demographics are completed.

The Wage Employment Packet can be found on the Human Resources website at:

[www.radford.edu/~pers-web/forms.htm](http://www.radford.edu/~pers-web/forms.htm).

## **General Policies for Classified and 1500-Hour Wage**

**6:2.9**

- Employees must complete a new application when applying for each position. Copies of an application may be submitted if the proper position number, position title, date and original signature are present. Resumes may also be accepted; however, an application must be completed in a timely manner to accompany the resume and be received in the Human Resources Office prior to the deadline date. Faxed resumes/applications are also accepted.
- When a department has filled a position and the applicant terminates shortly after starting work, the department may offer the position to another interviewed candidate within 60 days of the original advertised deadline date without re-advertising.
- Situations may occur where it is necessary to advertise a position without a deadline date. Applications will be accepted and interviews held during the advertising process until the position is filled.
- Wage employees are not permitted to work beyond 1500 hours per work year. These hours may be scheduled at 40 hours per week for approximately 9 months or 30 hours per week for a full year. Extensions beyond 1500 hours for any employee must be approved by the Commonwealth's Secretary of Education.

### **General Questions and Answers for Classified and 1500-Hour Wage**

1. Which form do I complete first when filling a job?

Complete a [PR-23](#), Personnel Action Authorization form, sign as supervisor, and forward to Dean/Director (as appropriate), the appropriate Vice-President, and Budget. The form is then returned to Human Resources to authorize filling the position.

2. How do I get emergency/temporary help?

Same as above by requesting the hire of a  $\leq 120$  calendar day position.

3. How long does it take to process the PR40 form to fill a position?

You should allow at least one week under normal circumstances.

4. At what point can I make an official job offer?

Upon notification from Human Resources that all signatory approvals have been obtained on the PR40. You may, in the meantime, contact the candidate to affirm acceptance of the offer “if it were to be made”.

5. What kind of benefits do wage employees receive?

Wage employees are not covered by the provisions of the Virginia Personnel Act and therefore are not eligible for the benefits that are provided to salaried employees such as annual leave, holiday pay, access to the grievance procedure, etc.

Wage employees do receive limited benefits. These include an employer contribution to social security, coverage for worker’s compensation, unemployment benefits under qualifying circumstances, and tuition waiver after completion of one year of service with the university. Other benefits include leave without pay for family and medical reasons in accordance with the Family and Medical Leave Policy, leave without pay for military service in the reserve components and reemployment as provided in the Veterans Reemployment Act. Wage employees may use the State Employees’ Discrimination Complaint procedures through the Department of Human Resource Management (DHRM) in Richmond. Under some circumstances, wage employees may have access to tax sheltered retirement plans through payroll deduction.

6. Can wage employees apply for classified positions?

Yes, wage employees may apply for classified jobs.

7. Do new hires have a probationary period to serve?

A one (1) year probationary period is required for new state employees and previous state employees who have been reemployed into a classified position following a break in service. Transfers from other state agencies do not typically serve a new probationary period.

8. Are classified employees allowed to work a second job, outside the university, while employed at the University?

If you anticipate working a second job outside the University, it must first be approved through administrative channels. [Outside Employment](#)

[Request](#) forms for classified employees are available in the Human Resources Office and on the HR web page.

9. Do we have a grievance procedure?

Non-probationary classified employees are eligible to use the formal grievance procedure to resolve disputes relating to state employment. Wage employees do not have access to the grievance procedure.

10. What about [standards of conduct](#)?

The Commonwealth of Virginia has established rules of conduct and standards of acceptable work performance for all classified employees. Each employee receives these standards in the [State Employee Handbook](#) during new employee orientation.

11. Do all new hires attend orientation on the 10<sup>th</sup> and 25<sup>th</sup> of the month?

Only classified staff and administrative faculty attend new employee orientation on these dates. Since these two groups normally have separate sessions, the actual date of orientation may vary. Wage employees have an abbreviated orientation session on the first day of employment.

12. Is it true that three people must be interviewed for each job opening?

No. Three interviewees are probably the average number of candidates referred for interviews; however, there have been occasions when as many as eight or more people have been interviewed. This depends on the department involved, the level of the job, and the number of highly qualified applicants.

13. What is an I-9?

The [I-9](#) form relates to the immigration Reform and Control Act of 1986 that makes it illegal to hire a non-resident alien who is not authorized to work. Employers must examine appropriate documents of new employees to verify identity and U. S. Citizenship or employment authorization of non-resident aliens. This form must be completed within three (3) working days from the date of hire. These forms are completed during the classified and wage orientation sessions and may be completed by the hiring department.

14. Is there any way I can hire someone without having to advertise the position?

Yes, for 120 calendar days or less. Students can also be hired in part-time temporary positions for more than 120 days without advertising. All

classified and 1500 hour positions must be advertised, screened and filled by the competitive process.

15. One of my employees asked if she could look at her personnel record maintained in the Human Resources Department. Is this permitted?

Yes, any employee may review their personnel record by presenting their University identification to the receptionist. However, information in these files is confidential for third party disclosure.

16. Am I permitted to interview someone for an advertised vacancy who has not been referred by your office?

No, not without discussing the situation with the designated Human Resources Generalist.

17. Suppose someone calls me or sends me a letter and an application for a vacant position without coming through Human Resources. What should I do?

Tell this person that Human Resources screens applications and makes referrals for interviews, so the application will be forwarded to the Human Resources Office.

18. May I tell a specific individual about a position opening that I have or will have in the future?

Yes, without making the individual any promises about the position. You may invite them to apply for the position through the normal process but indicate they will have to compete with other applicants.

19. Do newly hired wage employees have to begin work on the first day of a pay period like classified employees?

No, wage employees may begin at any time.

20. What is the weekly deadline of the approved PR-23 to get a position advertised the following week?

The normal deadline is close-of-business on Tuesday. This provides the Human Resources Office sufficient time to write and place ads each Wednesday by 12:00 noon, which is the deadline for *The Roanoke Times*.

## DUAL EMPLOYMENT OF CLASSIFIED AND WAGE EMPLOYEES

6:3

Classified and wage employees, with the approval of both supervisors, are allowed to hold second jobs at the university in addition to their primary job. However, the following provisions of the Fair Labor Standards Act and university policy must be considered:

- A. Exempt employees can perform additional work outside their normal work schedule with an obligation on the part of the university to pay time and one-half for hours worked over 40 in a workweek.
- B. Even when a non-exempt salaried employee with secondary employment works more than 40 hours in a workweek, time and one-half overtime pay is not required if **all** of the following conditions are met:
  - a. The work of the second job is on an occasional or sporadic basis,
  - b. The decision to work in the secondary job is made solely at the option of the employee, and
  - c. The employee is employed in a different capacity in a second job than he/she is employed in the primary job.
- C. In most instances when non-exempt salaried employees work second jobs, the second job has duties similar to the primary job. In these cases, time and one-half overtime pay will be required for all hours worked over 40 unless the employee reduces the hours worked in his/her primary job with annual or compensatory leave so that the total hours **actually worked** do not exceed 40.

The employing department for the second job is liable for the overtime pay if the hours in the second job causes the number of hours worked in the workweek to exceed 40. If the employee works more than 40 hours in the primary job and also works in the secondary job during that workweek, the primary department must pay for the overtime hours worked in that department. In either case, the overtime rate is one and one-half times the weighted average pay rate for the two jobs.

The weighted average is calculated as follows when P = primary job and S = secondary job:

$$\frac{(P \text{ wage Rate}) (P \text{ hours worked}) + (S \text{ wage rate}) (S \text{ hours worked})}{\text{total hours worked}} = \text{weighted average.}$$

- D. All wage employees are considered non-exempt. Wage employees can work in more than one wage position, but are eligible for time and one-half overtime for hours worked over 40 in a workweek. The job for which the employee was first hired is considered the employee's primary job. The

employing department for the second job is liable for the overtime pay if the hours worked in the second job causes the number of hours worked in the workweek to exceed 40. If the employee works more than 40 hours in a primary job and also works in the secondary job during that workweek, the primary department must pay for the overtime hours worked in that department. In either case, the overtime rate is one and one-half times the weighted average pay rate for the two jobs.

The weighted average is calculated as follows when P = primary job and S = secondary job:

$(P \text{ wage rate}) (P \text{ hours worked}) + (S \text{ wage rate}) (S \text{ hours worked})$  divided by total hours worked = weighted average.

- E. Non- exempt employees cannot volunteer time (unpaid work) outside their normal hours to perform duties that are the same or similar to those performed in their primary positions.
- F. Non-exempt employees can volunteer time (unpaid work) outside their normal work hours to perform duties that are different from those performed in their primary positions. In order to consider an employee as volunteering, there can be no expressed or implied pressure for the employee to accept the additional duties.
- G. With the concurrence of the employee's supervisor, an exempt classified employee may teach an academic course during his/her normal working hours. Since teaching academic courses is not a normal expectation of classified employees, the employee must take annual or compensatory leave for the time they spend teaching the course. If the class is taught outside the employee's normal working hours, no work schedule adjustment is necessary and the employee can accept the normal compensation for teaching the course.

## **Appendices**

**6:4**

Sample letters, forms, guidelines and policies are located on subsequent pages.

[Referral Packet Cover Sheet](#)

**6:4.1**

[Guide to Legal Interviewing](#)

**6:4.2**

[Classified Employee Outside Employment Request Form](#)

**6:4.3**

[Classified Employee Policy for Outside Employment](#)

**6:4.4**

(Rev. 02/02)

## Sample Letters

The following letters are to be used as confirmation of job offers for classified (#1) and wage (#2) positions. Modifications to these letters should be discussed with a Personnel Generalist. Please note each letter contains a section to include conditions of employment specific to the position. Letterhead should be used for both letters.

### #1 Offer Letter for Classified Positions

Dear \_\_\_\_\_ :

I am pleased to confirm my offer of full-time employment as a (Position Title) in (Department Name) at Radford University effective (Date of Employment). Your beginning salary will be (Semi-Monthly Salary) paid to you on a semi-monthly basis. As discussed in your interview you will be required to (List Any Special Conditions of Employment, i.e., designated position for inclement weather, unique work or rotating shift hours, unusual overtime requirements, emergency response time, alcohol/drug test required, etc).

A twelve-month probationary period is required of all classified staff newly employed or re-employed by the Commonwealth of Virginia. Continuation of employment beyond the probationary period will be dependent upon satisfactory work performance. Employees who have been promoted, demoted or transferred from another state agency do not have to undergo another probationary period.

On your first day of employment, you will attend an orientation program which will include a description of benefits available to State employees, information concerning the University, and State and agency policies and procedures.

Since Radford University strictly complies with the Immigration Reform and Control Act of 1986, you are required to present documents to verify your identity and work eligibility in order to begin work. Acceptable documents include a driver's license and original social security card or birth certificate, an unexpired foreign passport with attached work authorization, or other pictured identification card and work eligibility authorization. You should also bring a voided check or deposit slip to establish direct deposit, license plate numbers to obtain a parking decal, and social security numbers and birth dates of dependents who need health insurance coverage.

I am looking forward to your assuming your new duties. If you have any questions, please do not hesitate to contact me. To confirm your acceptance, please sign this offer letter and return it to me as soon as possible. Please keep a copy for your files.

Sincerely,

\_\_\_\_\_  
(Supervisor Name)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

## #2 Confirmation of Job Offer to Wage Employees

Dear \_\_\_\_\_:

I am pleased you have accepted the (Position Title) wage position with Radford University. Your hourly rate of pay will be (Hourly Rate). As discussed in your interview you will be required to (List Any Special Conditions of Employment, i.e., designated position for inclement weather, unique work or rotating shift hours, unusual overtime requirements, emergency response time, alcohol/drug test required, etc).

On your first day of employment, you will have a brief orientation session either in your department or in the Department of Human Resources. During the session you will be provided information on policies and procedures, and be asked to complete tax, immigration and other forms.

Since Radford University strictly complies with the Immigration Reform and Control Act of 1986, you are required to present documents to verify your identity and work eligibility in order to begin work. Acceptable documents are a driver's license and original social security card or birth certificate, an unexpired foreign passport with attached work authorization, or other pictured identification card and work eligibility authorization. This information is required at the Department of Human Resources on your first day of employment.

Wage employees are subject to the following conditions of employment:

1. Wage employees are covered under social security and Radford University pays the employer's portion of taxes. Wage employees are covered under workers compensation and may receive unemployment benefits under qualifying circumstances. Wage employees are not covered by the Virginia Personnel Act and, therefore, are not eligible for benefits such as annual leave, holiday pay, access to the grievance procedure, etc.
2. Wage employees may work up to 1500 hours in a 365 day period. This 365 day period is considered the employee's "work year" and begins on the first day of employment for ANY type of wage job.
3. When a wage employee has worked the maximum 1500 hours, the full work year (365 day period from the first day of work) must pass before the employee can be rehired within the same agency.
4. Wage employees are eligible to apply for classified positions.

Please sign the bottom of this letter and return it to me to indicate you received a copy.

If you have any questions regarding this letter, please do not hesitate to contact me at (Supervisor's Phone Number).

Sincerely,

\_\_\_\_\_  
(Supervisor Name)

I have been given a copy of this letter stating the conditions of my employment.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

## Sample Nonselection Letter

Dear \_\_\_\_\_:

This is to inform you that the position of \_\_\_\_\_ for which you recently interviewed has now been filled. After a careful review of the candidates interviewed, we have selected the individual who appears to be best suited for our departmental needs.

Thank you for your time in interviewing with us. Please continue to check our weekly job listings for future openings that may be of interest to you.

Best wishes in your search for employment.

Sincerely,

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(Supervisor Name)